

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
April 18, 2019**

Chief Wisecup, Oak Creek Fire Protection District, called the meeting of the Routt County Communications Advisory Board (CAB) to order. Jason Nettles, Chris Williams and Karrie Littman, Routt County Communications; David "Mo" DeMorat and Cheryl Dalton, Emergency Management; Garrett Wiggins, Routt County Sheriff's Office; Ralph Maher, Oak Creek Police Department; Jerry Stabile, Steamboat Springs Police Department; Michael Arce, Steamboat Springs Fire Protection District; Mike Swinsick, North Routt Fire Protection District; Dustin Williams, Yampa Valley Regional Airport; Rob Ryg, Routt County Coroner; Jason Blair, Routt County GIS Dept.; Glen Hammond, Routt County Search & Rescue & Classic Air Medical; Nick Herschart, Classic Air Medical; Marnie Christensen, Advocates were present. Karrie Littman recorded the meeting.

EN RE: ESTABLISHMENT OF A QUORUM

Chief Wisecup called the meeting to order, conducted roll call and established that a quorum was present this day.

EN RE: ADMINISTRATIVE

Approval of the Minutes- The meeting minutes of January 24, 2019 were approved.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER MANAGER REPORT

Jason Nettles reported on the following:

A. Staffing

1. One dispatcher deployed on Military leave through end of August.
2. One resignation (moving to another state) end of May. We have advertised the position (ended 4/15) for replacing her. We received 10 applications and have begun the process of reviewing them and hiring a replacement.

B. CLEF

1. Project is moving along. The current schedule has us moving from the old center to the new one the week of July 8th. We'll be operating out of the ComVan during the move. We

will be doing a dry-run for testing purposes next week where we have dispatchers working out of the vehicle for at least part of a shift.

2. Yesterday, I disseminated an email to the fire districts about paging during next weeks testing. Happy to answer any questions, or can go into more detail if needed. And yes, we will all be able to communicate on VHF.

C. Hiplink-

1. The evaluation committee has the 3 vendor responses that we received. We've asked for preliminary scoring and review to be back on 4/23. Our Hiplink maintenance agreement expires in June. We will be meeting again some time the first week of May to hopefully select a vendor. Sheriff Wiggins asked if there was any follow-up on the School group information from Elliot and there has not.

RADIO TECH REPORT

Chris Williams reported on the activity of:

A. CLEF Move- July 9, 10, & 11- At the last ComBoard meeting, it was reported about the possibility of Emerald Mtn. being in site trunking during the dispatch move to the CLEF. We are happy to report that Castle Rock Microwave was able to engineer a solution to keep Emerald online during the move. A temporary "wired" microwave connection will be installed between the old dispatch equipment room and the new comm center equipment room in the CLEF. We are confident that this will keep the Emerald Mtn. site online for the duration of the move. We will now be able to schedule an outage of that site at a later date to complete the switch over to our new microwave system.

B. 3 Day Outage: Werner- A roof leaking from an old repair resulted in the State Microwave shot at Werner to go down. The repairs needed were identified and repurposed resources were installed. The State has a large inventory of these components due to the replacements that are ongoing around the State. This site is schedule to be upgraded this summer so new components did not make sense. Oak Creek was not affected as their microwave path does not go through Werner. Chris did remind the Board that if they see a site go into "Site Trunking" they need to contact dispatch ASAP.

EN RE: OLD BUSINESS

- A. Emerald Mtn.: Contractor Schedule- Based on the snowmelt this Spring-
 - a. Tower Install- Last week of June
 - b. Building & generator frame foundation- 2nd & 3rd week of July
 - c. Shelter- 4th week of July
 - d. Site ready for antenna/cabling work- 1st week of August

e. Site Operational- Mid August
State will be installing the new Microwave on Emerald and some of the other sites, Routt County will be installing their new Microwave shot between Dispatch and Emerald and Dispatch and Werner. We are anticipating an outage during that time. This should occur after the July ComBoard meeting so an update will be given at that time.

ENRE: NEW BUSINESS

A. Event Notifications- After a good discussion it was determined that the Everbridge Mass Notification System should be used to notify the agencies of events such as a radio outage. This notification can be by means of text, phone message or email. The group information will need to be built out. Sheriff commented that all personnel should be notified each time and Jason added that there is no sensitive information in these notifications. We will have Everbridge for 3 years so this system is valid for at least that length of time.

B. Chief Swinsick noted that there was a cell phone outage and all of North Routt did not have dial tone. He was told that it was a Tower/Provider issue. It was resolved by the next morning.

C. Jason Nettles received notification the 550 people in the Oak Creek area did not have a dial tone. He confirmed on his landline and contacted CenturyLink and then later was contacted by the local Technician, Bill Goldsmith and found out the Steamboat Springs Central office was not communicating with Oak Creek Central office. If it had been an isolation issue it would have rerouted the calls to the Fire Dept. but that was not the case. This turned out to be a switch that had to be restarted and then it began working again. Century Link had acted per the regulations of the PUC and notified us in a very timely manner as they always do.

EN RE: OPEN DISCUSSION

A. Sheriff Wiggins ask Chris Williams if he had gotten the radio from the new truck that officer Bedall gotten into the accident in and Chris said he had.

EN RE: ADJOURNMENT

At 3:35 P.M., a motion was made to adjourn the Communications Advisory Board meeting. The motion was seconded; the motion carried unanimously.

No further business coming before the Communications Advisory Board, same adjourned sine die.

Karrie Littman, Administrative Specialist

Chief Wisecup, Chair

Date